



Fw: FOIA Requests
Diane Dixon to: Sylvia Curtis, Carolynn Ellis

11/21/2012 09:39 AM

Please close our the below FOIA request. I never heard back from the Huffington Post.

Let me know if you need anything else. Thanks

R/Diane Dixon
Chief, Security Operations Branch
Security Management Division
Office of Administration and Resource Management
Office: 202-564-2154
Cell: 202-437-2662

SEE SOMETHING SAY SOMETHING at EPA by dialing **7777** and you will instantly be connected to the
Security Command Center - BE VIGILANT

----- Forwarded by Diane Dixon/DC/USEPA/US on 11/21/2012 09:38 AM -----

From: Diane Dixon/DC/USEPA/US
To: Carolynn Ellis/DC/USEPA/US@EPA, Sylvia Curtis/DC/USEPA/US@EPA, Karen Johnson/DC/USEPA/US@EPA, Monica Lewis/DC/USEPA/US@EPA
Cc: Tami Franklin/DC/USEPA/US@EPA, Kelly Glazier/DC/USEPA/US@EPA
Date: 07/26/2012 04:14 PM
Subject: Fw: FOIA Requests

Carolynn,

Per your instructions I sent the response directly to the Huffington Post and am now forwarding a copy to each of you for your records.

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----- Forwarded by Diane Dixon/DC/USEPA/US on 07/26/2012 04:09 PM -----

From: Diane Dixon/DC/USEPA/US
To: jason.cherkis@huffingtonpost.com
Date: 07/26/2012 04:08 PM
Subject: FOIA Requests

Hi Jason,

Please find EPA's response to your FOIA requests referencing visitor logs for 6 employees. We will wait to hear back from you before we continue to research your request.



Huffington Post FOIA Request.docx Visitor Log.pdf

Huffington Post
Attn: Jason Cherkis

Subject: FOIA Requests HQ- FOI-012524-12 and HQ-FOI-01525-12

EPA has conducting preliminary research to support your requests for visitor logs from 2009 through June 18, 2012 for Lisa P. Jackson, Bob Perciasepe, Diane Thompson, Arvin Ganesan, Michael Goo, and Deborah Dietrich.

We do not have an automated visitor control system or maintain databases with visitor names and who they are visiting. Visitors are required to sign in at a security guard desk and are escorted to the EPA office they are visiting. Attached is a copy of a visitor log that has been in use during the timeframe you are interested. As you can see, the log does not request the visitor's point of contact, rather their escort's name. Conducting a preliminary scan revealed that it is nearly impossible to identify who the visitors are actually visiting. There are occasions that the log reflects the actual person being visited, but that is the exception and not the rule.

EPA collected the visitor sign-in logs for that timeframe January 1, 2009 – June 18, 2012 and calculated that it is 8 square feet of documents with front and back signatures. This is a total of 288" of documents. We determined through a demonstration that it would take an employee approximately 1 hour to go through 3" of documents. That equates to 96 hours to conduct a complete review of the documents, copy those that apply, and redact other information on the logs that do not apply.

Currently, EPA has a small cadre of interns who may be available to review these documents. If they conduct the review the charge would be \$14.59 per hour which would equate to \$1400.64. However, if we loose the lower paying interns prior to receiving an answer, the cost will increase to \$29.93 per hour at the cost of \$2873.28.

In addition to the cost, we request an extension to November 30, 2012 to conduct this review.

ANNEX 1

POST.

color.

ID

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